



***DRAFT***

***Statewide Public Involvement Plan (PIP)***

***July 2008***

# STATEWIDE PUBLIC INVOLVEMENT PLAN

## Introduction

The purpose of the Public Involvement Plan (PIP) is to demonstrate that the Texas Department of Transportation (TxDOT) has a documented public involvement process that provides opportunities for public review and comment at key decision points during the statewide transportation planning process as required by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

Pursuant to Title 23, Code of Federal Regulations, Part 450.210, the State's public involvement process shall:

- (1) Establish early and continuous public involvement opportunities that provide timely information about transportation issues and decision-making processes to citizens, affected public agencies, representatives of public transportation employees, freight shippers, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, providers of freight transportation services, and other interested parties;
- (2) Provide reasonable public access to technical and policy information used in the development of the long-range statewide transportation plan and the Statewide Transportation Improvement Program (STIP);
- (3) Provide adequate public notice of public involvement activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed long-range statewide transportation plan and STIP;
- (4) To the maximum extent practicable, ensure that public meetings are held at convenient and accessible locations and times;
- (5) To the maximum extent practicable, use visualization techniques to describe the proposed long-range statewide transportation plan and supporting studies;
- (6) To the maximum extent practicable, make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information;
- (7) Demonstrate explicit consideration and response to public input during the development of the long-range statewide transportation plan and STIP;
- (8) Include a process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services; and

(9) Provide for the periodic review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all interested parties and revise the process, as appropriate.

Furthermore, the State shall provide for public comment on existing and proposed processes for public involvement in the development of the long-range statewide transportation plan and the STIP. At a minimum, the State shall allow 45 calendar days for public review and written comment before the procedures and any major revisions to existing procedures are adopted. The State shall provide copies of the approved public involvement process document(s) to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for informational purposes.

### **Interested Parties, Public involvement, and Consultation**

SAFETEA-LU expanded the list of interested parties identified in previous legislation. “Interested parties” now also include: representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, freight shippers and providers of freight transportation services in addition to: Citizens, affected public agencies, representatives of public transportation employees, representatives of users of public transportation, private providers of transportation, and other interested parties.

TxDOT sends letters notifying Metropolitan Planning Organization (MPO) directors, state and federal environmental agencies, the Texas Bicycle Coalition, tribal governments, the Bureau of Indian Affairs, the Central Federal Lands Highway Division, and the National Park Service/Intermountain Region office when it takes action on the STIP (i.e., notification that projects under their purview are to be included in the STIP) or the long range statewide plan. This notification includes how and where to obtain a copy of the subject document; the time and date of the public hearing; provides instruction to those interested in providing comments; and provides a copy of the applicable Texas Register public notice.

All other interested parties are provided notice of the comment period and public hearing via the Texas Register public notice and TxDOT’s website. Interested parties are able to access this document in TxDOT’s Transportation Planning and Programming (TPP) Division’s Austin office, TxDOT’s district offices and on TXDOT’s website, and provide written comments to District Office personnel or to TPP directly using the mailing address provided. Copies of all documents are available for review at the location of the public hearing.

TxDOT’s statewide public involvement process allows for at least 45 calendar days from the date the public hearing notice appears in the Texas Register, for the public to review and comment (in writing or in person at the hearing) on a planning document before it is adopted.

At least once every five years (after the adoption date of this plan), TxDOT will review and solicit comments from non-metropolitan local officials and other interested parties for a period of not less than 60 calendar days regarding the effectiveness of the consultation process outlined in this plan, and any proposed changes. A specific request for comments will be directed to the



State association of counties, State municipal league, regional planning agencies, or directly to non-metropolitan local officials.

## **Public Involvement and Consultative Tools**

TxDOT uses a number of methods to communicate information regarding department activities and opportunities for public and stakeholder participation in the statewide planning process:

- Newsletter/Mailings
- Media Releases
- Notices Published in the Texas Register
- Visualization Presentations/Techniques
- Local Community Public Meetings
- Statewide Public Hearings
- TxDOT's Interactive Internet Site
- MPO Internet Sites

All statewide plans and programs are available on the TxDOT website at the following address:  
[http://www.txdot.gov/services/transportation\\_planning\\_and\\_programming/default.htm](http://www.txdot.gov/services/transportation_planning_and_programming/default.htm).

## **Public and Stakeholder Outreach and Visualization Tools**

Proactive public involvement and stakeholder outreach is an important part of developing TxDOT's plan and programs. To ensure that all Texas stakeholders (including the public, local and state transportation officials, elected officials, MPOs, Tribal governments, and transportation industry representatives) are included in the long-range planning process, during the development of this document and other plans and programs referenced in it, TxDOT provided opportunities for stakeholders and the public to participate during public meetings, stakeholder working sessions, as well as providing the public with Internet access to all our documents and up-to-minute transportation information in our news releases at <http://www.txdot.gov/news/>. Additional planning-related information is available through TxDOT's Government and Public Affairs Division at <http://www.txdot.gov/publications/government.htm>.

Extra tools or plug-ins may be needed to view some of the content on our website. This free software can be found and downloaded at [http://www.txdot.gov/tools\\_and\\_plug-ins/default.htm](http://www.txdot.gov/tools_and_plug-ins/default.htm).



## Available Geographic Information System (GIS) Data

TxDOT makes available to the public several sources of GIS data used in the planning process to enhance the environment - [Geographic Information Systems in Transportation](#). We also incorporate GIS technology to provide maps and data that include the [Load Restricted Bridge Map](#), [Roadway Recycled Materials Summaries](#), and the [TxDOT Right of Way Maps Application](#).

## TxDOT Division Public Involvement/Consultation Process

Public involvement activities are not the sole responsibility of any one TxDOT division. Several divisions are instrumental in TxDOT's efforts to ensure a transparent process that provides the public with comprehensive information on a timely basis to facilitate stakeholder input in key decisions throughout the transportation planning process.

TxDOT encourages **Coordination, Cooperation, and Communication** with the public, transportation agencies, MPOs, local, state and federal elected officials, Tribal governments, and transportation stakeholders – **early and often** – to avoid delays and miscommunication.

Well-informed stakeholders can provide valuable input to the transportation decisions TxDOT makes as we move forward with improvements to the Texas transportation system. At TxDOT, we will strive to:

- Provide a clearly defined purpose and objective for initiating public dialogue and soliciting input in our transportation planning process.
- Provide notice of opportunities for the public to participate in a cooperative dialogue, in an adequate and timely manner to allow sufficient time for stakeholders and interested parties to prepare.
- Provide venues (e.g., forums, meetings and hearings) open to all members of the public that allow stakeholders to be heard and present evidence supporting their views and positions. Clear rules for the proceedings will be set out in advance and followed by all participants.
- Engage in a transportation planning process that is transparent and provides stakeholders with access to educational materials and all information used (e.g., document, exhibits, schematics, maps, photographs, etc.) in the decision-making process to ensure that all participants are informed and able to cooperatively participate in the public involvement process.
- Thoughtfully consider the feedback received during the public involvement process and make decisions in a timely manner – providing documented results of the process back to interested parties using methods and visual techniques that are accessible and comprehensible.

TxDOT divisions work closely with state and federal regulatory agencies to ensure that the planning, engineering, environmental, public involvement, and construction processes result in the safe, efficient and effective movement of people and goods throughout the state, while facilitating trade and economic opportunity, and accomplishing TxDOT's five primary goals:

- Reduce Congestion
- Enhance Safety
- Expand Economic Opportunity
- Improve Air Quality
- Increase the Value of Our Transportation Assets

### **TxDOT District Public Involvement/Consultation Processes**

TxDOT districts that do not have metropolitan areas within their boundaries adhere to the Rural Consultation Process for public involvement when obtaining public input regarding planning processes and the rural TIPs. TxDOT districts with boundaries that encompass both rural and metropolitan areas adhere to both the Rural Consultation Process and the process documented in an MPO's Public Participation Plan. Each TxDOT district has documented its individual public involvement process which can be found in the Appendix at the end of this document.

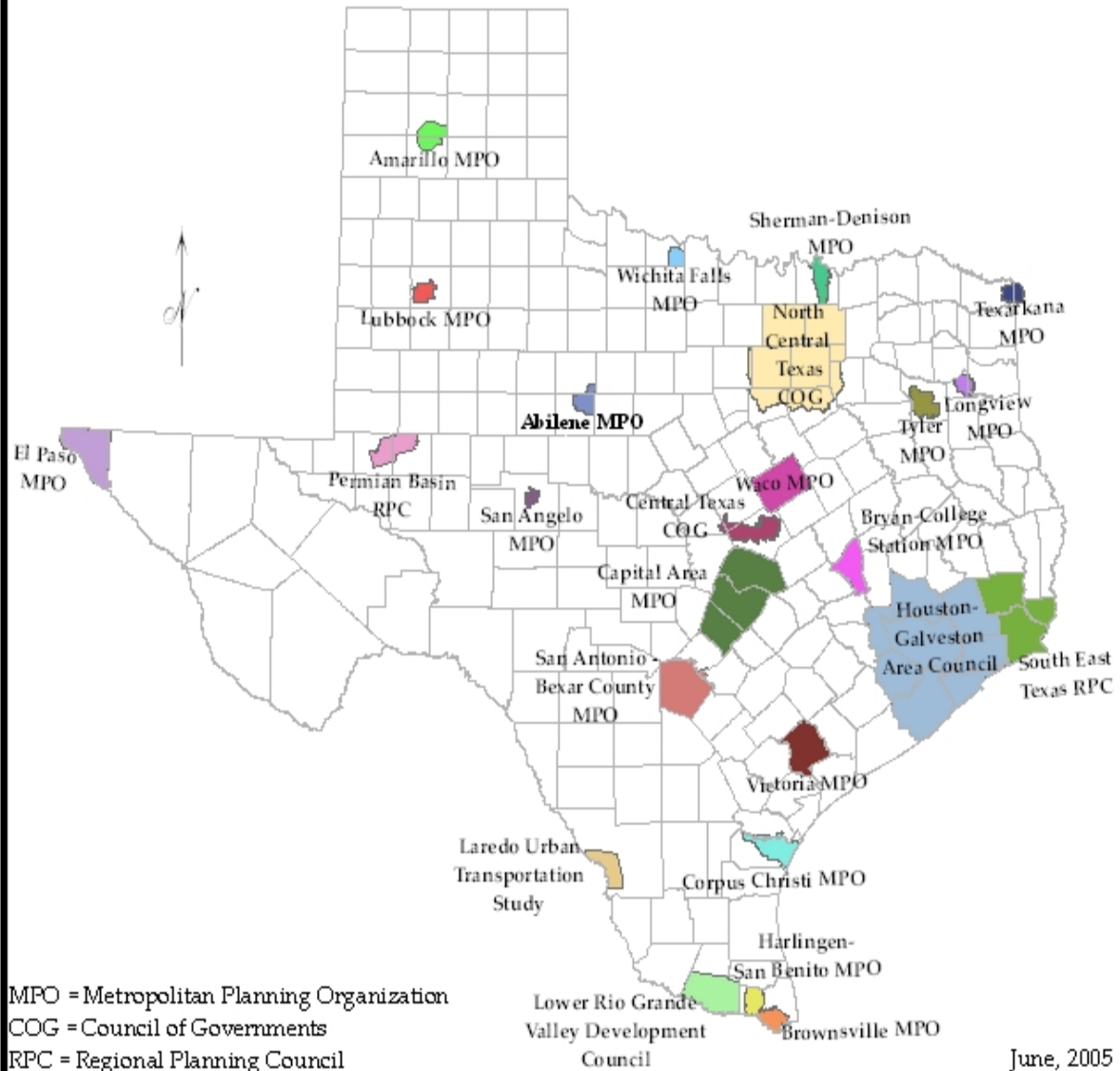
### **Local Coordination of TxDOT Planning Activities**

Local coordination of statewide and regional planning activities is generally carried out by TxDOT district staff in conjunction with MPO staff, local elected officials, local transportation agency personnel, and any stakeholders that wish to participate. TxDOT divisions provide support and are frequently in attendance at local public meetings and hearings.

### **Metropolitan Planning Organization (MPO) Public Participation Plans**

The twenty five Texas MPOs have documented public participation plans which are available on their respective websites or can be obtained by contacting MPO staff in your area. The map below will assist you in identifying the MPO in your area, and the table on the following page contains contact information for the MPOs across the state.

# Texas Metropolitan Area Boundaries



MPO	MPO CONTACT NUMBERS	MPO WEBSITES
ABILENE	(325) 676-6243 (325) 676-6398 Fax	<a href="http://www.abilenetx.com/TransportationPlanning/index.htm">http://www.abilenetx.com/TransportationPlanning/index.htm</a>
AMARILLO	(806) 378-6863 (806) 378-6062 Fax	<a href="http://amarillompo.net/">http://amarillompo.net/</a>
AUSTIN	(512) 974-6441 (512) 974-6385 Fax	<a href="http://www.campotexas.org/index.php">http://www.campotexas.org/index.php</a>
BEAUMONT-PORT ARTHUR	(409) 899-8444 ext. 251 (409) 729-6511 Fax	<a href="http://www.setrpc.org/">http://www.setrpc.org/</a>
BROWNSVILLE	(956) 548-6154 (956) 548-6144 Fax	<a href="http://planning.cob.us/mpo/">http://planning.cob.us/mpo/</a>
BRYAN-COLLEGE STATION	(979) 260-5298 (979) 260-5225 Fax	<a href="http://www.bcsmpo.org/">http://www.bcsmpo.org/</a>
CORPUS CHRISTI	(361) 884-0687 (361) 884-8529 Fax	<a href="http://www.corpuschristi-mpo.org/">http://www.corpuschristi-mpo.org/</a>
DALLAS-FORT WORTH	(817) 695-9240 (817) 640-3028 Fax	<a href="http://www.nctcog.org/">http://www.nctcog.org/</a>
EL PASO	(915) 591-9735 ext. 13 (915) 591-7296 Fax	<a href="http://www.elpasompo.org/">http://www.elpasompo.org/</a>
HARLINGEN-SAN BENITO	(956) 216-5242 (956) 430-6640 Fax	<a href="http://www.myharlingen.us/new_mpo.htm">http://www.myharlingen.us/new_mpo.htm</a>
HIDALGO COUNTY	(956) 969-5778 (956) 969-5821 Fax	<a href="http://hcmpo.org/">http://hcmpo.org/</a>
HOUSTON-GALVESTON	(713) 993-4585 (713) 993-4508 Fax	<a href="http://www.h-qac.com/home/">http://www.h-qac.com/home/</a>
KILLEEN-TEMPLE	(254) 933-7075 (254) 939-0885 Fax	<a href="http://www.ktuts.org/">http://www.ktuts.org/</a>
LAREDO	(956) 794-1604 (956) 794-1624 Fax	<a href="http://www.ci.laredo.tx.us/city-planning/metro-planning/index.htm">http://www.ci.laredo.tx.us/city-planning/metro-planning/index.htm</a>
LONGVIEW	(903) 237-1062 (903) 553-1859 Fax	<a href="http://www.ci.longview.tx.us/">http://www.ci.longview.tx.us/</a>
LUBBOCK	(806) 775-1671 (806) 775-1675 Fax	<a href="http://mpo.ci.lubbock.tx.us/">http://mpo.ci.lubbock.tx.us/</a>
MIDLAND-ODESSA	(432) 617-0129 (1004) (432) 432-0165 Fax	<a href="http://www.motormpo.com/">http://www.motormpo.com/</a>
SAN ANGELO	(325) 481-2800 (325) 481-2648 Fax	<a href="http://www.sanangelompo.org/">http://www.sanangelompo.org/</a>
SAN ANTONIO	(210) 227-8651 (210) 227-9321 Fax	<a href="http://www.sametropolitan.org/">http://www.sametropolitan.org/</a>
SHERMAN-DENISON	(903) 813-3534 (903) 813-3539 Fax	<a href="http://www.sdmpo.org/">http://www.sdmpo.org/</a>
TEXARKANA	(903) 798-3927 (903) 798-3773 Fax	<a href="http://www.texarkanampo.org/">http://www.texarkanampo.org/</a>
TYLER	(903) 531-1174 (903) 531-1170 Fax	<a href="http://cityoftyler.org/">http://cityoftyler.org/</a>
VICTORIA	(361) 485-3360 (361) 572-6697 Fax	<a href="http://www.victoriampo.org/">http://www.victoriampo.org/</a>
WACO	(254) 750-5666 (254) 750-1605 Fax	<a href="http://www.waco-texas.com/mpo/basics.htm">http://www.waco-texas.com/mpo/basics.htm</a>
WICHITA FALLS	(940) 761-7450 (940) 761-6813 Fax	<a href="http://wfmpo.com/links.asp">http://wfmpo.com/links.asp</a>

## Coordination with Regional Councils of Government

TxDOT also engages in planning activities with Regional Councils of Government (COGs) and Regional Mobility Authorities (RMAs). To obtain more information on the COG in your area, please visit <http://www.txregionalcouncil.org/>. For information on RMAs in your area, visit [http://www.txdot.gov/services/texas\\_turnpike\\_authority/rma.htm](http://www.txdot.gov/services/texas_turnpike_authority/rma.htm).

## Coordination with State and Federal Resource Agencies

TxDOT coordinates with numerous state and federal resources agencies throughout the statewide transportation planning process – the most common are listed below:

Federal Highway Administration: <http://www.fhwa.dot.gov>

Federal Transit Administration: <http://www.fta.dot.gov>

Federal Railroad Administration: <http://www.fra.dot.gov>

Texas Commission on Environmental Quality: <http://www.tceq.state.tx.us>

Texas Historical Commission: <http://www.thc.state.tx.us>

Texas Parks and Wildlife Department: <http://www.tpwd.state.tx.us>

U.S. Army Corps of Engineers: <http://www.usace.army.mil>

U.S. Environmental Protection Agency: <http://www.epa.gov>

U.S. Fish and Wildlife Service: <http://www.fws.gov>

## Summary

TxDOT wants to give consideration to public input and comments to ensure that all stakeholders are informed, decision-making partners in the statewide transportation planning process.





## ACRONYMS

<b>CAAA</b>	Clean Air Act Amendments of 1990 – Revisions/amendments passed by Congress to the Clean Air Act of 1970 (CAA). Includes procedures that apply to all transportation plans, programs and projects as they relate to air quality.
<b>CMAQ</b>	Congestion Mitigation and Air Quality improvement program – Special provision of the ISTEA of 1991 that directs funds toward projects in Clean Air Act non-attainment areas for ozone and carbon monoxide.
<b>CSJ</b>	Control-Section Job Number – Project numbering system utilized by the Highway Design Division. Each project being advanced to implementation will be assigned a unique CSJ number.
<b>FTA</b>	Federal Transit Administration – Federal agency primarily responsible for public mass transportation. Formally called the Urban Mass Transit Administration (UMTA).
<b>MAB</b>	Metropolitan Area Boundary – The boundary of a metropolitan area established by agreement between the MPO and the Governor. Defines the area in which the metropolitan planning process will be carried out.
<b>MPO</b>	Metropolitan Planning Organization – The organization in urbanized areas over 50,000 in population, designated by agreement between the Governor and units of general purpose local government that is responsible for carrying out the transportation planning process for the metropolitan area.
<b>NHS</b>	National Highway System – System of major highway networks established by ISTEA. Includes Interstate routes, many urban and rural principal arterials, the defense strategic highway network, and strategic highway connectors.
<b>SAFETEA-LU</b>	Transportation bill passed by Congress that provides authorization for highways, highway safety, and mass transportation for six years. This legislation supersedes Transportation Equity Act for the 21 <sup>st</sup> Century (TEA-21).
<b>SIP</b>	State Implementation Plan – Plan/Program developed by the State that establishes a strategy to achieve conformity to established air quality requirements (CAAA). Includes strategies for all sources of air pollutants.
<b>SMP</b>	Statewide Mobility Program – Developed by TxDOT to illustrate funding strategies to maintain the existing transportation system and is part of the <b>Maintain It</b> budget strategy. Includes projects funded in Categories 1 and 6.

- SPP** Statewide Preservation Program – Developed by TxDOT to provide information regarding the **Build It** budget strategy. Includes information for highway construction projects funded in categories 2, 3, 4, 5, 7, 8, 9, 10, 11 and 12.
- STIP** Statewide Transportation Improvement Program – Statewide program of projects and project segments to be implemented within each three-year period after adoption of the program. The program includes a financial plan that demonstrates how the program can be implemented. Requirement for the program was established by ISTEA. The program is developed in cooperation with the MPO programs.
- STP** Surface Transportation Program – Federal funding category for surface transportation construction and maintenance. STP funds may be used by states and localities for any roads (including NHS) that are not functionally classified as local or rural minor collectors. These roads are collectively referred to as federal-aid roads and replace the previously designated federal-aid primary, secondary, and urban systems. The purpose is to supplement the National Highway System (NHS).
- TIP** Transportation Improvement Program – Metropolitan area program of projects and project segments to be implemented within each three-year period after adoption of the program. Program includes a financial plan that demonstrates how the program can be implemented.
- TMA** Transportation Management Area – Metropolitan areas designated by the Transportation Secretary that have urbanized populations greater than 200,000. TMAs designated by the Secretary require a much more detailed level of planning effort and have special requirements included in the Title 23 USC.

# **Appendix**

**TxDOT District Processes (Listed Alphabetically by District)**

**Statewide Public Involvement Plan – Texas Register Notice, July 25, 2008**

**Code of Federal Regulations (CFR), Section 450.210**

**ABILENE DISTRICT  
STIP  
RURAL  
PUBLIC INVOLVEMENT PROCESS**

**Process**

Each year the Transportation Planning and Development (TPD) Section conducts a district program call to solicit candidate projects to be considered for funding both in the annual bank balance allocation program and/or in project specific funding categories of the UTP. The area engineers are instructed to meet with local officials. They attend city council and county commissioner court meetings to solicit candidate projects. Some area offices also elect to conduct public meetings to solicit candidate projects from individual citizens. Maintenance supervisors, area engineers, and other district staff identify additional candidate projects. These candidate projects are then ranked and prioritized at the area office level. Once the area priorities are determined, candidate projects are submitted to the district office where final project selections are made. The district TPD section ranks and prioritizes each project based on its merit. Factors considered in the ranking and prioritization process are available funding, safety, pavement condition scores, bridge condition (TEBSS), functional classification, average daily traffic, and more. Once the TPD section has completed an initial priority list, it is presented to the district engineer for approval.

Once the district engineer approves the list of projects, two rural and one urban public meeting is held. Public officials and civic organizations are notified about the meeting by letter. A press release is also sent to the media and newspapers. These meetings are generally informal and allow the District Engineer the opportunity to convey the importance of projects in the area and receive input from the local elected officials as to their priorities. The TIP is presented to the public and comments are requested. Additional comments are considered and if deemed necessary the draft TIP revised.

## **AMARILLO DISTRICT RURAL TIP PUBLIC INVOLVEMENT PROCESS**

- **Hold a preliminary meeting, which incorporates both the rural and metropolitan proposals in February or March.**
- **Meeting is held in a central location for entire district and in a different location each year.**
- **Annual mailing list includes:**
  - **County Judges**
  - **County Commissioners**
  - **City Mayors**
  - **City Managers**
  - **Chamber of Commerce**
  - **Economic Development Organizations**
  - **Any Special Interest Groups who has expressed interest in attending (i.e. Amarillo Chamber's Highway Committee)**
  - **This list is maintained by the District's PIO and updated as needed. Also maintain a list of anyone else that has attended a previous meeting or has requested notification of any future meeting.**
- **All projects requests received at the meeting are reviewed and summarized. Each Area Engineer reviews projects requested and determines feasibility. If project is feasible it is added to schedule. If not feasible the entity which submitted request is advised of this and why it can not be done.**
- **We included the MPO's plan in our meetings, although the City of Amarillo does prefer to hold a separate meeting to which we attend.**
- **The Federal Rules pertaining to public meetings are used. (30 day and 10 day notices in all area newspapers.)**
- **When new programs are available, such as the Enhancement program, workshops are held to inform the public and the above list of people.**
- **If a program call such as Safe Routes to School, off-system bridges and/or off-system Hazard Elimination Safety are available the District's PIO will send out letters to the above list of people.**

**ATLANTA DISTRICT  
STIP  
RURAL CONSULTATION &  
PUBLIC INVOLVEMENT PROCESS**

Process

The STIP public involvement process generally begins with the District Engineer, the Director of Transportation Planning and Development, and/or the local area engineer meeting with local elected officials in each county to discuss current and proposed projects in that area. These meetings are generally informal and allow the District Engineer to convey the importance of projects in the area and receive input from the local elected officials as to their priorities.

When the STIP is developed, the District Planning Section prepares exhibits in the form of maps, tables and a newsletter to distribute district wide. Newspaper advertisements inform the public that information regarding the STIP is available at the area offices and that Department personnel are available to answer questions and receive comments from any interested citizen or group. The advertisements also notify the public that the STIP information is available on TxDOT's website. Advertisements are purchased in every local paper and published 30 days prior, 10 days prior, and the first day of the official comment period. The comment period is a minimum of thirty days. Advertisements are also published in local Spanish newspapers, where available.

Letters with copies of the exhibits are sent to each elected official throughout the District and recipients are encouraged to call the District Planning Engineer for additional information as needed.

Upon the closing of the comment period, each area engineer submits a brief memo documenting any meetings they had regarding the STIP and forwards it, along with any comments received, to the District Planning Section.

Exhibits

The exhibits prepared and presented for the STIP include maps of each county within the District highlighting the proposed projects, summary tables of the projects in the STIP format, a newsletter explaining the STIP/TIP process, and self-addressed comment sheets for convenience in returning comments.

## **AUSTIN DISTRICT RURAL TIP PUBLIC INVOLVEMENT PROCESS**

### **A. FORMAT**

Generally, two public meetings are held, one in the eastern portion of the district and the other in the western portion (the Capital Area MPO covers the counties that are in the middle of the district). We locate facilities to hold the meetings, usually a school or City/County meeting space. A notice is published in the local newspapers two weeks in advance of the meetings. The notice informs the public that they can view the proposed rural TIP at TxDOT area engineer offices, maintenance offices and the district headquarters. Letters, which include the proposed TIP, are sent to all city mayors and commissioner courts in the rural area. Additionally, information is made available to the Capital Area Regional Transportation Planning Organization, a rural transportation planning entity formed by the Capital Area Planning Council.

At the public meetings, guests are asked to sign in as they enter and fill out a request to speak form, if they desire. The guests are also given forms for written comments that they can fill out at the meeting, mail or email in at a later date (within two weeks days after the meeting date). Staff is available to answer questions prior to the beginning of the meeting. The district Advanced Transportation Planning Director, or other designated district representative gives a presentation and refer to the list of rural TIP projects that are displayed by county and have been developed specifically for this meeting, as well as, present the format for the meeting. At the beginning of the meeting elected officials are acknowledged; the STIP and UTP processes are explained and proposed TIP projects are presented. The floor is then open for comments. Those who have registered to speak will be asked to come forward and make their comments. After those that were registered have had their turn, the floor is then opened to anyone else wishing to make comments. Depending on the number of speakers, questions are entertained. If there are no additional comments or questions, the hearing is adjourned. The hearing is recorded and the comments are summarized and kept on file at the Austin District.

### **B. INVITATIONS**

Invitations to the hearing are made through the legal notices section of the local newspapers two weeks in advance of the meeting. Individual notices are sent two weeks prior to the meeting to County Judges and Commissioners and Mayors for the incorporated cities in the rural area. The Area Engineers are in attendance at the hearing so they can address questions pertinent to their areas.

### **C. MATERIAL PRESENTED**

There is a general overview of the STIP and how funds are distributed and managed. A brief explanation of the planning process that goes into the UTP is given and an explanation of the handouts (which are project specific and give project location and work description). The purpose of the rural TIP is presented. UTP Construct, Develop and Plan priorities are presented in a very simplified form and the progression of how a project would proceed to construction is presented.

### **D. MULTIMODAL PROJECTS PRESENTED**

Public transportation projects that are being funded are presented as an integral part of the meeting.

## Beaumont Rural TIP Public Involvement Process

### Initial adoption:

- publication, in a newspaper with general circulation in each county within the district, of a notice informing the public of the availability of the proposed rural TIP and of a 10 day public comment period;
- a request, in the published notice, for public comments concerning the proposed rural TIP, to be submitted in writing to the district; and
- notification, in the published notice, that a public hearing will be held in order to receive comments on the initial adoption, along with a public comment period of at least 10 days subsequent to the hearing. The notice of public hearing will be published a minimum of 10 days prior to the hearing.

### Revisions involving mobility projects:

- publish, in a local newspaper of general circulation, a notice informing the public of the availability of these revisions and of a 10 day public comment period. The notice will also request public comments to be submitted, in writing, to the district, and will also notify the public that a public hearing will be conducted to receive comments on the proposed revision.



## Procedures for TIP Consultation on Rural Projects Brownwood District

The Brownwood District provides a reasonable opportunity for public comment during the public involvement process.

### Project Selection

1. Area Engineers visit with various stakeholders (local officials, public citizens, etc.) and work with their Maintenance Supervisors to determine potential projects.
2. The potential projects are submitted to the District Transportation Planning & Development Office for consideration.
3. District Engineer and District Staff drive the projects.
4. District Engineer and District Staff hold project selection meetings with the Area Engineers and Maintenance Supervisors to determine which projects will be selected. PMIS scores and other criteria are used in making the final decisions.

### Public Involvement

1. Notices of public involvement will be advertised in the area newspapers.
2. There will be three public meetings held annually to discuss upcoming projects to be including in the rural TIP. These meetings are advertised in all the newspapers in our 9 county area and letters announcing the meetings are sent to all elected officials, chamber or commerce offices, Senators and Representatives, public transportation providers, and utility companies.
3. A copy of the Rural Transportation Plan is available at the District Office for public review.

## Bryan District STIP Rural Consultative Process 2008

The Bryan District uses a variety of methods to gather input from our rural community stakeholders, which encompass nine of the ten counties within our district. These methods typically include communication through public meetings, surveying local government agencies and the public, visiting individually with community representatives and participation in local group forums.

On May 17, 2007, the Bryan District held an open-house public meeting to discuss our overall transportation plans for the region. The district advertised the meeting in local newspapers along with a news release and personal letters of invitation to all elected officials. At these meetings, TxDOT officials presented information on the STIP and UTP and the process used to develop those documents. There was also a presentation on the innovative financing tools now available to TxDOT and some of the reasons these are necessary to meet the state's transportation needs. The meeting allowed time for hearing public comments, individual discussions and collecting written comments.

Additionally, the district has utilized surveys of both local elected officials and the general public. Personal invitations were sent to elected officials, as well as general public invitations through media advertisements, inviting participants to visit TxDOT's web address to complete a survey. Inquiries included responses regarding basic transportation information (average commute times and distances, work location, home location) along with their transportation opinions, concerns, and desired projects.

TxDOT personnel typically meet monthly with the Transportation Subcommittee of the Brazos Valley Council of Governments (BVCOG). BVCOG represents seven of the Bryan District's ten counties. This subcommittee is a venue for regional rural transportation planning discussions. This partnership with BVCOG continues to evolve as the COG increases its role in transportation planning through their interest in forming a rural planning organization (RPO). TxDOT also meets quarterly with the Grimes County Long Range Planning Committee and monthly with its Roadway Subcommittee. Another outreach is to rural school districts through the Precious Cargo program to discuss school locations and traffic solutions.

In addition, our bridge inspection program provides a forum for discussing rural bridge priorities through the annual distribution of completed inspection forms. Our staff also makes it clear to any local government council or court that we are always available to meet with them and discuss transportation issues.

District staff considers all of this input in formulating the district transportation plans and programs.

There are no tribal governments located in the Bryan District.

## **Rural Official Consultation Childress District FY 2008 – 2011 TIP**

In an effort to keep the local government officials involved in the STIP process, letters of invitation are submitted for our TIP meetings each TIP year. These letters are submitted to each county's elected officials, such as, mayors, judges, city council members, county commissioners, and city managers.

In order to promote public involvement in our planning process, each area office hosts a meeting for their area. A notice of the meeting, its purpose with time and location is posted in every local newspaper for the area and is held at night, allowing the public an opportunity to view the TIP and make comments or suggestions.

In addition, the Director of TP&D, the Director of Operations and/or the District Engineer meet with each of the thirteen county judges in the Childress District annually.

If further documentation is required, please feel free to contact me at 940-937-7124.



**CORPUS CHRISTI DISTRICT  
RURAL PUBLIC INVOLVEMENT PROCESS**

Public involvement for draft TIP by May 1.

- Meetings to be held in 10 counties
  1. Three (3) meetings a day
  2. Provide a district map showing area engineers with areas of responsibility.
- Meeting time, date, and location should be published in local newspaper two weeks in advance
- PIO – will notify news media
- Project list and project location maps will be made available at the meeting
- Include projects that are outside of the of the three years TIP window (significant projects that are in the long range plan)
- Explain funding availability
- Explain project development schedule

#### **DISCUSS FOLLOW-UP STEPS**

AE's meet with City/County prior to TIP

Notices in newspapers/mail-outs

Notices in local businesses and courthouse

Have a map showing area engineers and the area they cover and with their phone numbers and address

Information should be out two weeks ahead of time (first of April)

Transportation providers should be invited

PIO – Introduction and overview of meeting, introduce public officials in attendance

AE – Discuss only local projects in the TIP

Have recess and the question and answer period (AE, DE, TP&D)

Summarize, and closing remarks

Continuous involvement

Every six months, District Engineer briefs county/city officials during commissioners and/or city council meetings of existing and future projects in their areas.

## **APPENDICES**

- I. TIP and Future Year (5 year plan) – include state funded projects
- II. Project Location Maps
- III. District map with name and addresses of Area Engineer showing area of coverage

## **Procedures for Rural TIP Consultation Dallas District**

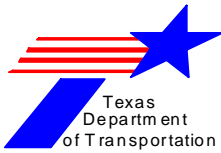
The Dallas District will provide a reasonable opportunity for public comment during the public involvement process.

### **Project Selection**

1. Roadway maintenance projects selected by Area Engineer and District Staff based on improvement to PMIS (pavement evaluation) scores.
2. Bridge projects selected by Bridge Div. based on bridge sufficiency ratings and ranking criteria.
3. Mobility projects considered for limited available funding sources and developed as budgets allow.

### **Public Involvement**

1. Notice of public involvement will be advertised in the following newspapers:
  - El Sol
  - Ellis County Press
  - Ennis Daily News
  - Kaufman Herald
  - Midlothian Mirror
  - Waxahachie Daily Light
  - Corsicana Daily Sun
2. The TIP public meeting will be held at the Ennis Public Library
3. Comments are accepted for 10 days following all meetings.
4. Ongoing public meetings are held for specific projects.
5. Ongoing coordination with County Commissioner's Courts, City Councils, Economic Development boards and Chambers of Commerce. Briefings provided by Area Engineers as requested.
6. Public Transportation meetings held regarding rural Public Transportation providers and grants.



## **SUMMARY OF THE RURAL TRANSPORTATION IMPROVEMENT PROGRAM (TIP) PUBLIC INVOLVEMENT IN THE EL PASO DISTRICT**

### **Format**

The El Paso District conducts two public meetings every two years in conjunction with the development of the Statewide Transportation Improvement Program (STIP). Those meetings are rotated among the principal towns in the district and are usually held in March or April in public buildings, such as county courthouses, schools, and community activity centers, or at local TxDOT area and maintenance offices.

The meetings include an informal "open house," a personal welcome from the district engineer and presentations from district staff. Participants sign in before the meeting and are encouraged to make verbal comments during the meeting and submit written comments on forms provided any time during the thirty-day public comment period.

### **Participants**

Letters of invitation about the meeting and subjects to be discussed are sent to United States and Texas state senators and representatives, county judges, commissioners, and sheriffs, municipal mayors and councilpersons. TxDOT personnel from the district, area, and maintenance offices also attend and actively participate.

The meetings are advertised in English and Spanish in major and local newspapers. The advertisements are first run about three weeks prior to the meeting dates to begin the public comment period and again about 10 days prior to the meetings. We also send advance press releases which are sometimes published with our paid notice. Over the past years we have developed a mailing list that includes federal and state agencies in the area, local transportation providers, citizens' groups, county historical chairpersons, school district representatives, Border Patrol and Department of Public Safety agents, and many interested citizens. We send copies of the meeting notices to the general mailing list about 10 days prior to the meetings. Attendance at meetings has averaged approximately twenty participants, including elected officials, citizens, and TxDOT employees.

### **Information and Issues**

The biennial meetings cover the following topics: the Unified Transportation Program (UTP) and the project development process; roadway, public transportation, and enhancement projects in the Rural TIP; projects completed in the last fiscal year; and various other TxDOT programs. Other topics of regional interest that arise occasionally include general aviation airports, railroad safety and facilities coordination, commercial trucking and freight planning,



bicycle and pedestrian access, intercity bus and rail services, environmental concerns, and other transportation planning issues.

A one-page district fact sheet and a meeting packet are provided to participants. The District Public Information Officer provides brochures, posters, and free literature. After the TIP meetings are completed and the public comment period ends, we prepare a summary of the meeting comments.

## **FORT WORTH DISTRICT RURAL TIP PUBLIC INVOLVEMENT PROCESS**

### **A. FORMAT**

Generally, a large capacity room is located in a centrally located portion of the rural portion of this district. A notice is published in the local newspapers 30 days in advance of the meeting and again 10 days in advance. Guests are asked to sign in as they enter and fill out a request to speak form, if they desire. The guests are also given forms for written comments that they can fill out at the meeting or mail in at a later date (within 10 days of the meeting date). The district Transportation Planning and Development Director, District Design Engineer or other designated district representative will give a presentation and refer to some displays (broken up into area office jurisdiction with proposed project locations shown) that have been developed specifically for this meeting, as well as, present the format for the meeting. After the presentation, there is a short break; usually 15 to 20 minutes so everyone is given the opportunity to get a close-up look at the displays and can ask general questions. The meeting is then reconvened and the elected officials are acknowledged; the floor is then open for comments. Dependent upon the comment received, verbal responses will be given; however, some may require a more thorough explanation and is deferred to be addressed in writing. Those who have registered to speak will be asked to come forward and make their comments. After those that were registered have had their turn, the floor is then opened to anyone else wishing to make comments. If there are no additional comments, the meeting is adjourned. The meeting is summarized in minutes and a copy is forwarded to TPP with the exception of the 15 to 20 minute break period. This recording is kept on file in the central library for the Fort Worth District.

### **B. INVITATIONS**

Invitations to the meeting are made through the legal notices section of the local newspapers 30 days and again 10 days in advance of the meeting. Individual notices are sent two to three weeks prior to the meeting to State Senators, State Representatives, County Judges, Mayors and City Managers for the incorporated cities in the rural area. The Area Engineers are in attendance at the meeting so they can address questions pertinent to their areas.

### **C. MATERIAL PRESENTED**

There is a general overview of the STIP and how funds are distributed and managed. A brief explanation of the planning process that goes into the UTP is given and an explanation of the displays and handouts (which are project specific and give project location and status details, this also includes a summary of the rural TIP). The three purposes of the TIP are given and how the project needs are found is presented. Priority Construct, Develop and Plan are presented in a very simplified form and the progression of how a project would proceed to construction is presented. Preventive maintenance, traffic signal and railroad signal or crossings are not shown but are included in the presentation.

### **MULTIMODAL PROJECTS PRESENTED**

Public transportation and aviation projects that are being funded are presented.

## **Houston District**

### **Public Involvement for the 2008-2011 Transportation Improvement Program**

The Houston District is comprised of 6 counties: Harris, Waller, Montgomery, Galveston, Brazoria and Fort Bend, all of which are included in the Metropolitan Planning Organization's Transportation Management Area, the Houston-Galveston Area Council (H-GAC). The Houston District coordinates with H-GAC and adheres to the Public Participation Plan (PPP) as developed by H-GAC and approved by the Transportation Policy Council. The Houston District does not produce a separate Rural Transportation Improvement Program (TIP).

The key objectives of the PPP include:

- Provide opportunities for citizens to help shape the region's future through a public comment process that is open and accessible to the public, stakeholders, and policy-makers.
- Work with community groups to create opportunities for all segments of the public to learn and become informed about issues and proposals under consideration that may impact their neighborhoods.
- Look for opportunities to seek comment from low-income, elderly/disabled, and minority communities that may not typically participate in the regional planning process
- Disseminate clear, concise, and timely information to citizens, affected agencies, and interested parties.
- Make information on transportation projects and programs available in a variety of formats, mediums, and languages to reach a larger audience.
- Provide timely responses to concerns and comments raised by the public regarding the development and implementation of regional transportation plans, programs, and projects. Ensure that the comments received are considered and incorporated into the deliberation regarding proposed plans and programs.

#### **Regularly Scheduled Public Meetings**

All regular and special meetings are open to the public and subject to the Texas Open Meetings Act. These meetings are held in facilities that are accessible by persons with disabilities. Public notices of H-GAC meetings and events include a notice of accommodations for qualified individuals with disabilities. Notices for the regularly scheduled meetings are generally posted at least 10 days prior to the meeting date and include the date, time, and meeting location. Guests are requested to sign in as they enter, and if interested in providing verbal comment, are also asked to sign the Speaker Registration form. Each speaker is requested to limit their comments to 3 minutes. An invitation is generally issued for anyone who is interested in providing verbal comments. The comments are recorded and added to the minutes of each meeting.

#### ***Transportation Policy Council (TPC)***

The TPC provides policy guidance and overall coordination of the transportation planning activities within the region. Currently, the TPC consists of 24 members. Included in the membership are two TxDOT representatives – one from the Houston District and one from the Beaumont District.

The TPC holds monthly public meetings that provide opportunities for public comment and access to information on key transportation decisions. The notices and minutes from these meetings are regularly published through agenda distribution, public posting, media notification, and the H-GAC web site.

#### *Technical Advisory Committee (TAC)*

The TAC reviews and evaluates regional transportation plans and programs and provides recommendations to the TPC. TxDOT representatives also serve on the TAC. Much like the TPC, the TAC holds monthly meetings with the opportunity for public comment at the beginning of each meeting.

#### **Special Meetings**

The format for the special meetings may vary from an open house setting to a formal public hearing. H-GAC staff, as well as TxDOT staff, attends these meetings to listen to public comments and concerns. Comments received during public meetings are considered part of the formal public record.

#### **Public Documents**

##### *Transportation Improvement Program (TIP)*

During the development of the 2008-2011 TIP, H-GAC hosted four open house showcases of projects to provide an opportunity for the public to meet with project sponsors (cities, counties, TxDOT, etc.) to discuss local projects in greater detail. Sponsors provided a variety of display boards, maps, and project information to educate the public on area projects. These events were held during the development of the draft 2008-2011 TIP as an opportunity to gather public comments on proposed candidate projects. An educational workshop was also held during the development of the 2008 TIP to educate local government representatives on the project submittal and selection process. The workshops provided detailed information on how project sponsors submit projects and how projects are evaluated and ranked. TxDOT participated in each meeting and discussed the projects with all interested participants.

In addition to public meetings, e-mail, and notices, information on the TIP development process made available on the H-GAC transportation web site. The website included the Draft 2008-2011 TIP documents, as well as information on the TIP Subcommittee meetings, the development timeline, Frequently Asked Questions, project scoring methodology and links to contact H-GAC staff or make public comments. Project submittal information was made available to the public for their review and comment throughout the project selection process. TxDOT personnel also responded to comments as needed.

Comments on transit projects received during the TIP public comment period were provided to the appropriate transit provider and were included as part of the record of public comment for each provider.

A 30-day public comment period was held prior to the adoption of the TIP. Public meetings and a 30-day public comment period are held prior to adoption of any major amendment to the TIP. A major amendment is classified as the addition or deletion of a project exceeding \$5 million.

**2008-2011 Transportation Improvement Program (TIP) Public Meetings**  
*(Attendance estimates are derived from sign-in sheets and exclude H-GAC staff and consultants.)*

<b>Date</b>	<b>Location/Attendance</b>	<b>Type of Effort/Topic</b>	<b>Ad Published / Other Publicity</b>
11/3/2005	Crowne Plaza Hotel Houston NW-Brookhollow Attendees: 250	TIP Project Development Workshop	<ul style="list-style-type: none"> <li>• Houston Chronicle This Week sections</li> <li>• Email</li> <li>• News Media</li> <li>• H-GAC Web site</li> <li>• Mailed letters</li> </ul>
10/19/2006	Southeast: U Houston-Clear Lake Attendees: 45	TIP Project Showcase	<ul style="list-style-type: none"> <li>• Houston Chronicle This Week sections</li> <li>• Email</li> <li>• H-GAC Web site</li> <li>• Mailed letters</li> </ul>
10/24/2006	Northeast: North Harris Montgomery Community College District Campus Attendees: 16	TIP Project Showcase	<ul style="list-style-type: none"> <li>• Houston Chronicle This Week sections</li> <li>• Email</li> <li>• H-GAC Web site</li> <li>• Mailed letters</li> </ul>
11/1/2006	Central: H-GAC Attendees: 59	TIP Project Showcase	<ul style="list-style-type: none"> <li>• Houston Chronicle This Week sections</li> <li>• Email</li> <li>• H-GAC Web site</li> <li>• Mailed letters</li> </ul>
11/2/2006	Southwest: Houston Community College Stafford College Attendees: 58	TIP Project Showcase	<ul style="list-style-type: none"> <li>• Houston Chronicle This Week sections</li> <li>• Email</li> <li>• H-GAC Web site</li> <li>• Mailed letters</li> </ul>
5/15/2007	H-GAC Attendees: 50	Combined 2008-2011 TIP and Transportation Public Participation Plan Public Meeting	<ul style="list-style-type: none"> <li>• Houston Chronicle Sunday and This Week sections</li> <li>• Emails</li> <li>• Letters to Elected Officials</li> <li>• News Media</li> <li>• H-GAC Web site</li> </ul>

<b>Date</b>	<b>Location/Attendance</b>	<b>Type of Effort/Topic</b>	<b>Ad Published / Other Publicity</b>
7/17/2007	H-GAC Attendees: 15	2008-2011 TIP Public Meeting	<ul style="list-style-type: none"> <li>• Houston Chronicle Sundays (2) and This Week sections</li> <li>• H-GAC Web site</li> <li>• News Media</li> <li>• Emails to public meeting notices lists, TPC and TAC</li> </ul>

### **Public Notices**

Legal notices and other paid advertisements for public meetings and hearings are placed in the Houston Chronicle a minimum of 30 days prior to the end of the public comment period for all regional transportation plans and programs. Notices may also be placed in the Texas Register, appropriate local Hispanic, African-American, and Asian publications, and local newspapers in each jurisdiction for all public meetings.

Laredo District  
Rural Transportation Improvement Plan (TIP)  
Public Involvement Process (PIP)

PIP Process Followed:

When the Laredo District Rural Transportation Improvement Plan (TIP) project list is developed beginning in early February, the District Planning and Programming Section prepares exhibits, handouts and a presentation with the highway improvements to be listed on the District TIP for rural projects. This project list also includes all mass transit projects scheduled in the rural areas of the District as well as the projected funding, which will be consistent with the funding levels for transit projects identified in the latest Statewide Mobility Plan of The Unified Development Program (UTP). Overall, the rural TIP project lists are developed for each project for each fiscal year along with corresponding project maps. Following the development of the District TIP, public meetings are held between mid- and late-March.

The TIP public involvement process is initiated through formal invitation letters sent by the Laredo District Engineer to all local public officials in the non-urbanized portions of the Laredo District. In addition, public notices are also published in local newspapers. These invitation letters and public notices identify the meeting dates, locations, times and format for the TIP public meetings well in advance of each scheduled event. These meetings are conducted in an informal manner which allows the District Engineer the opportunity to convey the importance of the proposed projects in the District as well as to receive input from the local elected officials and the general public as to their priorities concerning highway infrastructure projects. The District Engineer, Director of Advanced Transportation Planning and local Area Engineer as well as various planning section personnel present and discuss the four year rural TIP with the meeting attendees. District personnel are available at these events to answer questions and to receive comments from the general public and local public officials and all attendees are informed about the comment period that will be available during and after the public meeting event. All interested persons are encouraged to contact the District Advanced Planning Director or other District personnel to provide additional comments or to request additional information if needed.

As an additional step, copies of all exhibits presented are distributed to each elected official throughout the District. Individual and small group meetings are also held as needed or requested with local officials (e.g. mayors, county judges, city council members, county commissioners, etc.) to better inform the local decision makers of the proposed transportation projects in their areas.

Notes on Exhibit Development and Distribution:

The exhibits prepared, presented and disseminated for the rural TIP public outreach include maps of each county within the District highlighting the proposed projects; summary tables of the projects in the TIP; and a fact sheet explaining the overall TIP process. Furthermore, e-mail and postal mailing addresses and phone numbers of the District personnel responsible for preparing the TIP document are included in all materials exhibited and distributed to attendees for ease in returning comments on the proposed TIP.

:(7/23/08)

## Procedures for TIP Consultation on Rural Projects Lubbock District

The Lubbock District will provide “a reasonable opportunity for public comment” during the public involvement process.

### Project Selection

1. Area Engineers visit with key stakeholders (i.e. local officials, citizens, affected public agencies, public transportation providers, and private transportation providers) to determine potential projects
2. Projects are prioritized by the District’s Administration based on PMIS scores and other critical criteria.

### Public Involvement

4. Notices of public involvement will be advertised in the Lubbock newspaper, Hispanic newspaper, and the surrounding area newspapers. The advertisement will include the following verbiage.
  - A copy of the Rural Transportation Plan is available at the District Office and county maintenance offices for public review
  - There is a 10-day public comment period after the final public meeting
5. There will be at least two public meetings in surrounding local communities, as well as the city of Lubbock metro / rural public meeting. The rural public meetings will be conducted at different locations within the district during each of the two-year TIP cycles.
6. Public comments will be accepted for ten days after the final public meeting.

file: u:/tip/ProceduresRuralTIP.doc

date: July 2, 2008





# MEMORANDUM

**TO:** Michelle Conkle  
Planning Supervisor – Systems Planning Section  
Transportation Planning & Programming Division

**DATE:** July 10, 2008

**FROM:** Cheryl P. Flood, P.E.  
Director of Transportation Planning & Development  
Lufkin District

**SUBJECT:** FY 2008-2011 Lufkin District Rural TIP

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The Lufkin District has completed the public involvement process for the District Rural TIP. Public meetings were held April 5, 2007 at the San Augustine Area Office, April 10, 2007 at the Lufkin District Office, April 12, 2007 at the Livingston Area Office, and April 16, 2007 at the Nacogdoches Area Office.

Enclosed are copies of the public meeting notice published in newspapers approximately 30 days and 10 days prior to the meetings. Also enclosed is a copy of the letter sent to all County Judges, County Commissioners, Mayors, City Managers and local historical commission directors in the Lufkin District advising them of the meeting in their area. A separate letter, copy attached, was sent to State Representatives, State Senators, US Representatives, US Senators, and the Executive Director of the Deep East Texas Council of Governments.

A total of 15 people outside TxDOT attended these meetings, including two county judges, two city administrators, seven county commissioners, and a representative from the Alabama-Coushatta Indian Reservation. Copies of the Lufkin District letting schedule for each county were furnished to attendees.

The district routinely shares letting schedules and project information with commissioner courts and various city officials, as well as the general public when we receive inquiries.

Please feel free to contact me at (936) 633-4349 or at [cflood@dot.state.tx.us](mailto:cflood@dot.state.tx.us) if additional information is needed.



# ***TxDOT - Odessa District Standard Operating Procedure No. TP 07-01***

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**Subject: Project Selection and Development**

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**Approval Authority:** District Engineer

**Completed By:** Director of Transportation Planning & Development (TP&D)

**Effective Date:** August 4, 2004

**Review Authority:** Director of Transportation Planning & Development

**Revision:**

**Department Policy & Procedure Manuals & Document References:**

- Texas Transportation Commission Minute Order No. 107420 dated February 26, 1998 ([Copy available in the TP&D office](#))
- TxDOT Strategic Plan FY 2001 – 2005, dated June 1, 2000  
([Click here for link](#))
- TxDOT's Annual Unified Transportation Program  
([Copy available in the TP&D Office](#))
- Midland-Odessa Regional Transportation Study's (MORTS) MTP  
([Copy available from the Advanced Planning Engineer](#))

**Purpose:** To provide an organized and documented procedure for prioritizing and selecting construction projects for the Odessa District.

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**Definitions:**

- Programming Estimate – Initial project estimate used to program a project. Programming estimates are based on a generalized scope of work (i.e. a cost per mile from a similar project) and need to be updated as soon as the project's scope is refined.
- Preliminary Estimate – Detailed project estimate developed for a refined project scope. This estimate should be prepared prior to the project's Concept Meeting, Predesign Meeting, or project development activities as appropriate. This estimate shall be updated whenever a change in the scope of the project increases (or decreases) the cost of the project by more than 10%.
- Engineer's Estimate – A detailed estimate prepared in DCIS prior to project submission for letting.

- Metropolitan Planning Organization (MPO) - The forum for cooperative transportation decision making for the metropolitan planning area.
- Transportation Improvement Program (TIP) - A staged, multiyear, intermodal program of transportation projects which is consistent with the metropolitan transportation plan (MTP).
- Design Summary Outlines (DSO) – A document developed to record all planning and design criteria selected for a project. This document exists in one of three forms:
  1. The *Preliminary Estimate Worksheet* (2 pages), [\(click here for link\)](#), is utilized to document the scope and estimate of preventative maintenance, restoration projects, and miscellaneous scope (i.e. illumination only, landscape only etc.)
  2. The *Predesign Conference Form* (8 pages including the three page Project Development Flow Chart), [\(click here for link\)](#), is more detailed than the two-page form and consists of additional information to document the scope and estimate of rehabilitation, reconstruction, and added capacity projects.
  3. The *Design Summary Report* (20 pages), [\(click here for link\)](#), is used to document new location projects only.
- Project Concept Meetings are normally associated with the Design Summary Report, while Predesign meetings are normally associated with the Predesign Conference Form.
- Project Manager – The responsible individual that will sign and seal the project as Submitted for Letting.

Note: Additional definitions of terms and acronyms can be found in the Glossary portion of the Department's on-line Communication Manual [\(click here for link\)](#).

### **Preliminary Estimate Updates**

DCIS is the official database of project information used by TxDOT to manage the Department's letting volume. To provide Austin with the most current information, the staff of Odessa District's TP&D revises Letting Dates, Project Limits, and Authorized Funding semi-annually in DCIS.

*These DCIS updates occur in the fall before TPP Trade Fair, and in the spring before UTP project selection.* It is very important that all changes which impact the project estimate by more than 10% are reported to the Director of TP&D or the District Design Engineer as soon as possible so that additional funding can be secured during these DCIS updates. As minimum documentation, the changes of project scope or funding estimates should be transmitted to the District via e-mail. This e-mail message can be used to document the changes by being included in the project file and on the Project Development Matrix spreadsheet. The *Project Development Matrix* [\(click here for link\)](#) spreadsheet is maintained on the District's shared drive and is a working document to track letting dates and Engineer's estimates between DCIS updates.

### **Design & Estimate Documentation**

The District's TP&D Staff conducts Staff Coordination Visits (SCV) to each Area Office quarterly. The objective of these coordination visits is to promote timely project development activity and provide project development support. Discussions include such topics as project scope, funding source and restrictions, design standards, funding agreements, environmental documentation, etc.

The Project Manager should complete a DSO for every project except districtwide seal coat projects, districtwide pavement marking projects, sign upgrade projects, safety upgrade

projects, Americans with Disabilities Act (ADA) follow up projects, and landscape projects. For pavement restoration and simple rehabilitation projects, a preliminary DSO should be completed and circulated through the District Staff for comment without a formalized meeting. After the DSO has been staffed through the District and comments are received, the Project Manager should prepare a finalized DSO for enclosure in both Area Office and District project files.

For added capacity projects, or projects which require additional right of way, the Project Manager is responsible for development of a draft DSO and for coordination of the appropriate formalized conference. Projects in Long Range Planning or Priority 2 status need to be coordinated with the District Advance Planning Engineer to arrange a Concept Conference. Projects in Priority 1 status need to be coordinated with the District Design Engineer to arrange a Predesign Conference. After either meeting, the Project Manager should then prepare a finalized DSO (of one of the types shown below) for enclosure in District and Division project files.

Design Summary Outlines:				
Type of Project	Preliminary Estimate Report (2 pages)	Predesign Conference Form (5 pages)	Design Summary Report (15 pages)	Remarks
New Location			X	
Added Capacity		X		
Reconstruction		X		
Rehabilitation		X		
Restoration	X			
Resurface	X			
Districtwide Seal Coat				N/A
Hazard Elimination	X			
Traffic Operations	X			
Bridge Repair/ Rehabilitation	X *			
Landscape				N/A

\* Additional Information is required for Bridge Projects, the Project Manager will fill out a [form for submission of bridge projects for DCIS \(Click here for link\)](#).

### **Rural TIP Involvement**

To solicit input for the rural planning process, in the spring of each even year (i.e. 2000, 2002, and 2004) each Area Engineer is to request a prioritized "Wish List" from each of the governing entities within the Area. It is important that each wish list contain a single #1 priority, and that this #1 priority project is consistent from request to request until the project is completed. It is equally important that the "Wish List" be received no later than Labor Day of each even year.

Once each "Wish List" is received at the District Headquarters, it is reviewed and sorted into three project groups by the Director of TP&D and the Director of Operations. Group I projects are those projects that appear to be viable construction projects and are included into the District Project Pool discussed in detail below. Group II projects are those projects that may be

accomplished with state forces or Research Management Committee Contracts. Group III projects are those projects that cannot be developed by the Department. Usually the reason a project will be sorted into Group III is the request asks the Department to provide a service that is not within the authority or responsibility of the Department.

### **Project Selection**

In the fall of each even year (i.e. 2000, 2002, and 2004) the District develops the Urban TIP in cooperation with the MPO, and the Rural TIP with input from each city and county governing body. Projects selected for inclusion in each TIP are to be the most needed projects throughout the District. Criteria used to rank projects include:

- Does the project preserve the existing system?
- Does the project improve specific reported or identified hazardous locations?
- Does the project improve general roadside conditions?
- Does the project reduce operational bottlenecks and/or increase capacity to reduce congestion?
- Does the project improve connectivity and circulation by expanding the District's highway network?

A generalized summary of the selection process used to determine which projects are included in the TIP is outlined below:

The Odessa District's project selection process is a three-part process. The first step of the process is to create a District Project Pool. The second step of the process will be to screen, select and rank candidate projects. The final step of the process will be a confirmation meeting of Area Engineers and the District Staff designed to jointly review the selected and ranked projects.

Candidate projects for the District Project Pool will be obtained from the MPO, rural elected officials, and the Area Engineers. Candidate urban projects will be acquired from the current MTP. Candidate rural projects will be solicited from locally elected officials in the form of a prioritized "Wish List". Area Engineers will have input into the District Project Pool by providing a prioritized "Wish List" similar to the list provided by the rural elected officials. Maintenance Supervisors will have input by submitting their respective candidate projects through the Area Engineer.

After a District Project Pool is developed, all eligible projects will be sorted into smaller groups classified by the scope of work for each project. The scopes of work include New Location or Added Capacity projects (4R design only), Reconstruction projects (4R or 3R design criteria), Restoration projects (2R design criteria), and Resurfacing or Preventative Maintenance projects.

After projects are sorted into the various scopes of work, the projects in each group will be ranked and prioritized for selection. The priority given by the MTP, the Elected Officials and the Area Engineers will be used to rank the projects for selection. Other criteria that will be used to screen and rank the District Project Pool include PMIS data, MMIS data, BRINSAP data, ADT data, and ESAL data. Furthermore, existing roadway characteristics such as pavement width and available right-of-way will also be used to evaluate and rank the submitted projects on a district-wide basis.

New construction, added capacity, and hazard elimination projects that are nominated will be ranked and selected using established statewide and/or MPO planning and selection processes. Landscape projects will be selected and prioritized by the District Landscape Architect for inclusion in the District Landscape Plan.

Reconstruction and rehabilitation projects include adding shoulders, improving the pavement structures, safety upgrades (i.e. installation of safety end treatment and bridge rail upgrades), reengineering of small signs, and ADA upgrades. Restoration projects include pavement reconstruction projects (Bomag projects), shoulder widening projects, overlay projects, and mill and inlay projects (> 1 ½ inches). Sign reengineering and ADA upgrades may be required depending on accident history and location of the project. Federal funds cannot be used for construction of restoration projects. Preventative maintenance projects include thin overlays (< 1-½ inches), plant-mix seals, microsurface, and seal coat projects.  
([Click here for flow chart](#)).

### **Funding Oversight**

The Director of TP&D will provide responsible oversight of the following Funding Categories:

- Category 4: Statewide Connectivity Corridor Projects
- Category 10: Miscellaneous (Federal)
- Category 11: District Discretionary
- Category 12: Strategic Priority

The Director of Operations will provide responsible oversight of the following Funding Categories:

- Category 10: Miscellaneous - Railroad Grade Crossing Replanking Program
- Category 10: Miscellaneous - Railroad Signal Maintenance Program
- Category 10: Miscellaneous - Construction Landscape Program

The Director of TP&D and the Director of Operations will share oversight of the following Funding Categories:

- Category 1: Preventive Maintenance and Rehabilitation
- Category 3: Urban Area (Non TMA) Corridor Projects
- Category 6: Structures Replacement and Rehabilitation
- Category 8: Surface Transportation Program (STP) Safety – Federal Hazard Elimination Program (HES)
- Category 9: STP Transportation Enhancements
- Category 10: Miscellaneous - State Parks Roads

### **References**

- Guide To Design Criteria, Design Division Field Area Homepage ([Click here for link](#));
- TxDOT Glossary, Communications Manual, (TxDOT on-line manuals) ([Click her for link](#));
- Roadway Design Manual, (TxDOT on-line manuals) ([Click here for link](#));
- Stand- Alone Manual Notices 99-1 ([Click here for link](#));
- Stand- Alone Manual Notices, 99-2 ([Click here for link](#));
- Project Development Process Manual, (TxDOT on-line manuals) ([Click here for link](#)); and,
- Odessa District Design Guidelines ([Click here for link](#)).

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**Duration/Update:** This Standard Operating Procedure will remain in effect until revised or rescinded. Recommendations to modify or clarify this document should be submitted in writing to the Review Authority.

**Approval:** Lauren D. Garduño, P.E., (Odessa District Engineer)

**Date:** August 4, 2004

**PARIS DISTRICT**  
**Statewide Transportation Improvement Program (STIP)**  
**RURAL CONSULTATION &**  
**PUBLIC INVOLVEMENT PROCESS**

**A. Process**

The process generally begins with the Paris District Engineer and the local Area Engineer meeting with local elected officials in each city and county throughout the Paris District to discuss current under development, and proposed long range projects in their area. These meetings are fairly informal and they TxDOT to convey the importance of projects in their area. The local elected officials are then given the opportunity to prioritize those projects that are already on the TxDOT books, and to submit additional projects.

Once these meetings are complete, the District's District Engineer, Area Engineers, and Directors of Construction, Maintenance, Traffic Operations, and Transportation Planning and Development meet to develop the financially constrained DRAFT STIP. The DRAFT STIP includes lists of planned projects, in declared letting month order, for the 4-year STIP period, in Excel Spreadsheet format.

A printed copy of the financially constrained DRAFT STIP is mailed to each mayor, county judge, chamber of commerce, and council of governments represented within the boundaries of the Paris District. Each is also invited to a STIP presentation meeting which is conducted in the District headquarters city at Paris Junior College, and each is invited to present written comments to their local TxDOT Area Engineer for a period extending 30 days beyond the date of the public meeting. TxDOT also releases this information to every public newspaper within its boundaries.

The STIP Public Meeting at Paris Junior College is a presentation of projects by each applicable TxDOT Area Engineer, followed by an open comment period. Attendees at these meetings are reminded that they have 30 days to submit written comments to their local TxDOT Area Engineer, following the meeting, at the end of the meeting.

**B. Exhibits**

The exhibits prepared and presented for the STIP include maps (which remain exhibits – in TxDOT possess) of each TxDOT Area Office's responsible counties, highlighting the proposed projects, and Excel Spreadsheet charts (which are actually handouts) of the proposed projects, in month and year format.

Steven R. Ekstrom, P.E.  
Director of Transportation Planning and Development  
Paris District



# Texas Department of Transportation

## Pharr District

### Consultative Planning Process for Developing Rural Transportation Improvement Program

The following describes the TxDOT's Pharr District's public involvement process for the development of the Rural Transportation Improvement Program (TIP).

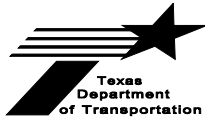
The District has developed a two tier selection process for projects to be included in the TIP. The first tier relies on a combination of traffic counts and Level of Service (LOS), while the second tier relies on safety and accident history and pavement conditions. Projects with a low LOS and/or high traffic volume are given first priority. Safety and pavement conditions serve to further distinguish relative priorities of projects selected for development. For inclusion in the TIP, selection is based upon actual ability to deliver projects to letting. Financial constraint limits and target dates for completion of environmental studies, right of way acquisition, and design are considered when determining year of implementation.

As soon as the District begins to work on the development of the Rural TIP update, District staff begin discussing the process with the MPOs both formally and informally at their regularly scheduled Technical and Policy Committee meetings. Transit operators are also involved as part of the MPO committees.

TxDOT area engineers are in frequent contact with elected officials and other public entities in their respective area. Therefore, the area engineers are continually involved in the development of and revisions to the Rural TIP. Area engineers are the persons responsible for responding to inquiries by the elected officials and other public entities in close coordination with the District Engineer and other TxDOT staff. These responses are handled by correspondence or by personal contact.

Once projects are selected and a final draft TIP is developed, the District Engineer sends out a letter to all Rural Transit Operators, Rural Private Bus Lines, County Judges, Mayors, Chambers of Commerce and interested citizens, who have requested to be on our mailing list. The letter advises them of the impending TIP update and a copy of the final draft TIP is included, as well as a list of area engineer names, phone numbers and addresses is provided in the correspondence. This correspondence also announces the districtwide TIP public meeting and the comment period, which is a minimum of ten days and is usually thirty days.

In order to inform all interested persons of the TIP public meeting, at least two public notices are published in the non-classified section of the newspapers in our eight county area. The date, time and location of the public meeting is provided in the notice. Arrangements to have hearing impaired and translator services at the public meeting are made. And a court reporter is hired to prepare a transcript of the meeting proceedings. The information gathered from this meeting is used to develop projects for maintenance, rehabilitation and mobility projects.



## MEMORANDUM

**TO:** Michelle Conkle.  
Transportation Planning and Development

**DATE:** July 24, 2008

**FROM:** John DeWitt, P.E.  
Director, Transportation Planning & Development  
San Angelo District

**ORIGINATING OFFICE:**  
San Angelo TP&D

**SUBJECT:** Rural TIP Public Involvement

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The San Angelo District solicits public involvement and comment for incorporation into the Rural Transportation Improvement Program development process on an ongoing basis. Much of the information is gathered in forums outside of formal TIP meetings such as open discussions with city, county and chamber of commerce officials concerning their perceived needs, correspondence communicating public concerns, and appearances before city councils and commissioner's courts promoting opportunities available through TxDOT programs. Our rural TIP process always includes public transportation and aviation capital improvement programs in addition to highway projects.

Formal TIP meetings are conducted for initial presentation of the TIP and revisions to that document as required by policy. We typically stage two meetings when presenting proposed TIPs, one in San Angelo and the other in a city in one of our fifteen counties that will be central to projects presented in that document. Public notices are placed in newspapers throughout the District advertising both meeting dates and sites. Our Public Information Officer supplements these notices with press releases announcing the meetings. Comments on both rural and MPO projects are discussed and accepted at both meetings. Written comments are accepted until ten days after the last meeting. In addition, letters of invitation are mailed to all mayors, city managers, county judges, chamber presidents and legislators representing the population of this District. We often follow this communication with phone calls to selected officials encouraging their participation. Meetings staged for amending previously adopted TIPs are advertised as described above and held, if appropriate, in communities closest to the affected projects, maximizing the opportunity for comment. For effect and convenience, we may present the revisions at a city council, MPO or commissioner's court meeting.

Our meetings are formatted such that comment is encouraged and welcomed. The attendees are supplied a hard copy of the TIP with projects described in more detail than the DCIS description and maps graphically highlighting project locations. The meeting is conducted by the Director of Transportation Planning and Development who opens with comments concerning the intent and importance of the TIP, TxDOT planning and programming procedures that influence project selection and the vital role public input plays in those processes. The projects are then presented individually in chronological order, with questions and comments being addressed as they arise from the audience. We may also ask questions of appropriate officials in attendance concerning projects in their jurisdiction.

Recent TIP meetings have proved to be the most effective in that there was free exchange of information and ideas between TxDOT and public officials. I attribute this openness to our staff's continuing efforts to work closely with all stakeholders in our activities, resulting in general consensus concerning the prioritization of our programs.

Please call me at (325)947-9265 if you require further information.

# **TxDOT San Antonio District Public Involvement Plan (PIP)**

The following document constitutes the TxDOT San Antonio District's (SAT) Public Involvement Plan (PIP) as prescribed in SAFETEA-LU.

## **Guiding Principles for Public Participation**

The TxDOT-SAT public Involvement process must adhere to the provisions of Title VI of the Civil Rights Act of 1964 and the Americans With Disabilities Act.

The following principles represent the core values of the San Antonio TxDOT participation process:

1. People should have a say in transportation decisions that affect their lives.
2. The process should strive to reflect the interests and meet the needs of participants.
3. The process will actively seek out and facilitate the participation of all those potentially affected.
4. The process will provide individuals with various options in how they wish to participate.
5. The process will provide usable information to permit the public's participation in a meaningful manner.

Given these principles, TxDOT-SAT's participation performance standards include:

1. Early, proactive and continuous public participation efforts;
2. Reasonable public access to understandable information (technical and otherwise);
3. Collaborative input on alternatives, evaluation criteria, and mitigation needs;
4. Open public meetings where matters related to transportation policies, programs, and projects are being considered;
5. Open access to the decision-making process prior to closure;
6. Commitment to seeking out and considering the needs of the traditionally underserved population(s)

## **Purpose of the Public Involvement Plan (PIP)**

This Public Involvement Plan (PIP) provides guidelines for conducting public participation activities to be conducted by TxDOT-SAT including the goals and actions in several areas:

1. An open public forum with prior notification and provisions for receiving public comment according to Federal law and the Texas Open Meetings and Public Information Acts.
2. Development of the Transportation Improvement Program (TIP) and the Statewide Transportation Improvement Program (STIP) includes opportunities for suggestions prior to project selection by TxDOT.
3. Planning projects for individual corridors shall incorporate specific public participation components, including project-specific Public Participation Plans.
4. Ongoing updates of TxDOT's project development activities are provided to the public in several ways, including news releases, an Internet web site and periodic briefings to local officials.

## **Public Participation Goals and Actions**

**Goal 1: TxDOT-SAT actively engages the public in the transportation planning process according to the goals and actions contained in this Public Participation Plan and State and Federal law.**

1. San Antonio TxDOT District will maintain a current database of contacts including at least the following:
  - a. Citizens expressing an interest in transportation planning activities.
  - b. Elected local, state and federal officials
  - c. Affected public agencies and staff
  - d. Local media outlets
  - e. Civic and public interest groups
  - f. Community-based associations
  - g. Any other interested parties
2. TxDOT-SAT will mail meeting announcements/invitations to all appropriate parties according to the contact database, as well as other targeted groups for upcoming activities with reasonable lead time. For public meetings, announcements will also be placed in the local newspapers with applicable circulation and other media outlets. Suitably sized announcements will be printed in both English and Spanish language publications as appropriate.
3. All TxDOT-SAT meetings will be conducted in accordance with the Americans with Disabilities Act (ADA) in locations that are accessible to persons with disabilities. Arrangements for special assistance or an interpreter can be made by calling the TxDOT-SAT office at (210)-615-5811 at least two (2) business days in advance.

4. All public input received at or as a result of TxDOT-SAT meeting will be documented in meeting summaries. This documentation, including copies of written comments will be considered during project selection and/or through other appropriate follow-up actions. When significant written and/or oral comments are received from the public on a draft TIP, STIP, MTP or significant transportation study, a report including a summary and analysis of all comments received, will be included as part of the final documents.

**Goal 2: TxDOT will keep the public informed of transportation related activities on a continuous basis.**

1. TxDOT-SAT will publish announcements of upcoming meetings, other items of transportation interest and contact information.
2. TxDOT-SAT will make significant transportation publications and work products readily available to the public via the Internet and at the San Antonio District office.
3. TxDOT-SAT staff will be available to provide general and/or project-specific information at a central location during normal business hours and after hours at the request of individuals or groups with reasonable notice.
4. The TxDOT-SAT will maintain an Internet web site. The web site will be updated and maintained to provide the most current information available. The web site will, at a minimum, contain the following information:
  - a. Contact information (mailing address, phone, fax, and e-mail)
  - b. Meeting materials
  - c. Brief descriptions of current projects and studies
  - d. Links to related agencies
5. TxDOT-SAT will provide information for publication and produced by various special interest groups including, but not limited to:
  - a. Citizens expressing an interest in transportation planning activities.
  - b. Elected local, state and federal officials
  - c. Affected public agencies and staff
  - d. Local media outlets
  - e. Civic and public interest groups
  - f. City and academic libraries
  - g. Faith-based organizations
  - h. Community-based associations
  - i. Traditionally underserved populations
  - j. Any other interested parties

**Goal 3: TxDOT-SAT will encourage the participation of all its study area residents, including those defined by FHWA as “traditionally underserved”, in the transportation planning process and strive to ensure full and fair participation in the transportation decision making process by all potentially affected communities.**

1. Target audiences will be identified for each planning study conducted by TxDOT-SAT, including but not limited to:
  - k. Study area residents
  - l. Elected local, state and federal officials
  - m. Affected public agencies and staff
  - n. Representatives of the disabled
  - o. Local media outlets
  - p. Homeowner, neighborhood and resident associations
  - q. Civic and public interest groups
  - r. Business and trade organizations
  - s. City and academic libraries
  - t. Faith-based organizations
  - u. Community-based associations
  - v. Any other interested parties
2. TxDOT-SAT will strive to hold public meetings at locations on dates and times that are reasonably available and convenient to potentially affected citizens.

**Goal 4: TxDOT-SAT will continuously strive to improve public participation.**

1. TxDOT-SAT will continuously evaluate current and new public participation techniques.
2. This PIP will be reviewed and, if necessary, revised at least every two (2) years.

**Goal 5: TxDOT-SAT will participate in the public participation efforts of other transportation agencies and organizations.**

1. TxDOT-SAT will actively assist local governments and transportation agencies in the development and implementation of public participation techniques for transportation planning and other related studies.
2. TxDOT-SAT staff will attempt to attend and participate in as many transportation partner public participation activities as is feasible to enhance public consideration of transportation issues, plans, and programs and to reduce redundancies and costs.

### **Public Participation Techniques**

Public participation is an on-going activity at TxDOT-SAT with numerous strategies applied on a continual basis. Public participation is a particularly integral part of focused efforts such as

corridor studies and the MTP processes. This section includes descriptions of some public participation tools/strategies employed by TxDOT-SAT.

- **The TxDOT-SAT Contact Database**

TxDOT-SAT maintains a database of all local officials and updates the list on a continuous basis. The database includes committee membership, mailing information, phone and fax numbers, and e-mail and internet addresses. The database will be used to establish and maintain a list of e-mail contacts for electronic meeting notification and announcements.

- **Display Ads**

This style of advertising is used to promote meetings that are not regularly scheduled, such as corridor or subarea workshops, project specific meetings, open houses or hearings. They are published in the major circulation newspaper as well as in newspapers serving the local area.

- **Direct Mailings**

These are used to announce upcoming meetings or activities or to provide information to a targeted area or group of people. Direct mailings are usually post cards (5 ½" x 8"), but can also be letters or flyers. An area may be targeted for a direct mailing because of potential impacts from a project. Groups are targeted that may have an interest in a specific issue.

- **Press Releases**

Formal press releases are sent to local media (newspaper, TV and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by the MPO or their committees.

- **TV Message Board Scripts**

Information about project-specific meetings, workshops, open houses, public hearings and other are provided.

- **Project-specific Web Sites**

For individual projects (like corridor studies), that are conducted by others through consultant contracts, project-specific web sites may be used. Project web sites can contain study area maps, meeting announcements, descriptions of potential alternatives, comment forms, user surveys and project team contact information.

- **Project Workshops/Open-Houses**

These are public meetings that are generally open and informal, with project team members interacting with the public on a one-on-one basis. Short presentations may be given at these meetings. The purpose of project-specific meetings is to provide project information to the public and to solicit public comment.

- **Small Group Meetings**

During projects such as planning studies, meetings are held with small groups that have an interest in the project. Meetings could be with homeowners or neighborhood associations, civic groups, special interest groups, or other groups of affected or interested parties.



- **Revisions and Amendments**

The PIP reflects the current practices and policies of TxDOT-SAT. At a minimum, these policies will be periodically reviewed and revised when necessary.

**OF SPECIAL NOTE:**

Several years ago, TxDOT-SAT launched a concerted initiative to involve non-metropolitan agencies in planning transportation improvement projects through the formation of the South Central Texas County Mobility Alliance. This alliance provides advice and influence in planning and developing rural transportation projects, participates in the planning of important transportation corridors passing through the region, cohesively communicates the needs and recommendations to all levels of government, and as a result of HB 3588, will be the entity to effectuate the tools provided for needed mobility projects in the rural areas.

TxDOT-SAT has, over the past decade, conducted *visioning* exercises with representatives from the eleven (11) counties surrounding Bexar County (Atascosa, Bandera, Comal, Frio, Guadalupe, Kendall, Kerr, Medina, McMullen, Uvalde and Wilson) in order to develop a regional mobility plan.

In 2004, the visioning efforts became a unified regional action with the formation of the **South Central Texas County Mobility Alliance (SCTCMA)**. Members of this alliance are the elected County Judges and/or their County Commissioners from these eleven (11) counties.

In the fall of 2004 mobility workshops were conducted in each of the counties. Local officials representing the County and Cities, along with TxDOT staff identified and prioritized projects. Data including Quality of Flow Maps for 2002 and 2022; Future Population Growth Projections and planned developments (subdivision plats, commercial and retail) provided indications of the future regional mobility needs for the rural and suburban counties around Bexar County.

Regional rural mobility routes were mapped, new location and other supplemental projects were identified, toll feasibility was evaluated and potential bonding capacity determined. In addition, potential Annual Pass-Through Revenue (APRT) was calculated, as well as a Pass-Through Feasibility Ratio (PTFR) to offer an indication of the economic viability over a ten (10) year period. *A Toll Analysis/Preliminary Funding Report (with all eleven (11) county results included) was generated and distributed in October 2004.*

A total of **\$1.8 billion** worth of projects were identified across the eleven (11) county region. Available traditional TxDOT funding (FY 2008 – FY 2012) supplied only **\$145 million**, leaving a shortfall of approximately \$1.67 billion. It was abundantly clear that the needs are great and the funds (through traditional methods) would not be adequate.

Follow-up meetings were conducted (November 2004 – January 2005) with each County to review the projects that had been identified, consider the results of the analyses, and further explore the innovative funding options. These counties “short listed” their priorities, and a number of counties identified potential project(s) that could potentially be developed using the Pass-Through funding strategy. Updates as to progress made in delivering these priority projects is provided to the various county leaders on a periodic basis and new priorities are solicited through the PIP. The SCTCMA continues to converse informally and is intended to convene annually, at a minimum.

**TYLER DISTRICT  
STIP  
RURAL CONSULTATION &  
PUBLIC INVOLVEMENT PROCESS**

Process

The STIP public involvement process is initiated through a formal letter invitation sent to all local public officials in the non-urbanized portion of the District sent by the District Engineer. The invitation identifies the meeting date, location and time and the format for the meeting. These meetings are generally informal and allow the District Engineer the opportunity to convey the importance of projects in the area and receive input from the local elected officials as to their priorities. The Deputy District Engineer, Director of Transportation Planning and Development, and Advanced Planning Engineer along with various planning section personnel join the District Engineer in presenting the four year rural TIP.

When the STIP is developed (beginning in early February in odd-numbered years) the District Planning Section prepares a powerpoint presentation with digital photos the types of highway improvements done by the department identified in the description of work listed in the rural TIP. The listings also include all transit projects scheduled in the rural areas and projected funding consistent with the funding levels for transit identified in the latest Statewide Mobility Plan of The Unified Development Program (UTP). The meeting date is usually the middle to last week in the month of March. The rural TIP listings by year are distributed to all attendees along with maps of the district corresponding to the listings. Various department personnel are available to answer questions and receive comments the local public officials in attendance. There is a comment period prominently displayed in the presentation and exhibits available during the meeting.. Copies of all exhibits are distributed to each elected official throughout the District and recipients are encouraged to call the District Engineer and/or other listed district personnel for additional information as needed.

Exhibits

The exhibits prepared and presented for the rural TIP include maps of each county within the District highlighting the proposed projects, summary tables of the projects in the STIP format, a fact paper explaining the STIP/TIP process. A list of district personnel responsible for preparing the TIP document with e-mail, mailing addresses and phone numbers are displayed and shown in all materials distributed to all attendees for ease in returning comments.

## **Waco District Consultation Effort with Rural Officials**

### **District Meeting**

During the Rural TIP process the Waco District sends letters to all public officials and all utility related company's within the District inviting them to attend and Utility/Right of Way Forecast Meeting. This allows individuals, companies, and public agencies to know what projects are proposed for the STIP period and what affect it may have on their utilities and/or budgets. This meeting is held in a large facility in the City of Waco to provide a central meeting place within the District. Prior to the actual start of the meeting the attendees are invited to visit any of the five Area Engineer's Office information booths to review exhibits and project information material. We also have a table for the I-35 Interstate Project Office (IPO). We provide a meeting agenda and have available the "Reimbursement Guidelines and Billing Procedures for Utility Adjustments" pamphlet to assist in understanding TxDOT's utility and right of way adjustment and billing process.

The meeting is called to order by the District Director of Transportation and Planning Director welcomes everyone for attending and then introduces the staff present. The TP&D Director will then give a presentation on the summary of projects for the STIP period. The Right Of Way Administrator then briefs the attendee's on the right of way acquisition and utility adjustment process. Next the I-35 IPO will provide information concerning I-35 projects. The TP&D Director then announces a question and answer period. After the Q & A period the meeting adjourns to the information booths. Additionally, the attendee's are informed written comments concerning this meeting and questions about proposed projects will be accepted at the Waco District Office and a contact name and address are provided on the agenda.

### **Area Office Public Hearings**

The District also provides public hearings in each of the five District Area Offices. Again this allows the public officials, utility companies, and the general public an opportunity to realize the projects proposed for the upcoming STIP period. The District publishes a public hearing notice in newspapers in each of the eight county's a minimum of ten (10) prior to the public hearing. We allow a ten day comment period after the public hearing. The District TP&D Director attends all five of the public hearings and the Area Engineer's attend the public hearing for their area.

District headquarter personnel provide map exhibits, proposed construction project information as well as, public transportation projects for the public to review. The Area Engineer opens the meeting and welcomes the attendee's and introduces staff present. An overview of the TxDOT project selection process (planning to selection) is provided to the public. A summary of the proposed projects is provided by the Area Engineer. Public comments are then requested. The public are offered a comment form to either complete at the meeting or mail to the District Headquarters' within ten (10) days. The meeting is audio recorded for future reference.

## **WICHITA FALLS DISTRICT RURAL TIP PUBLIC INVOLVEMENT PROCESS**

### **Process**

The TIP public involvement process is initiated through individual notices that are sent two to three weeks prior to the meeting to all State Senators, State Representatives, County Judges, Mayors and City Managers for the incorporated cities along with low income and minority groups in the rural area of our District. The invitation identifies the meeting date, location and time and the format for the meeting. These meetings are generally informal and allow the Director of Transportation, Planning and Development or Area Engineer the opportunity to convey the importance of projects in the area and receive input from the public and local elected officials when they presenting the four year rural TIP.

The meetings have been held at each of our area offices to allow more of the public to attend in their area. The exhibits prepared and presented for the rural TIP include maps of each county within the District highlighting the proposed projects, summary tables of the projects in the STIP format, a fact paper explaining the STIP/TIP process. A list of district personnel responsible for preparing the TIP document with e-mail, mailing addresses and phone numbers are displayed and shown in all materials distributed to all attendees for ease in returning comments.

The listings also include all transit projects scheduled in the rural areas and projected funding consistent with the funding levels for transit identified in the latest Statewide Mobility Plan of The Unified Development Program (UTP). The meeting dates are usually in March. The rural TIP listings by year are distributed to all attendees along with maps of the district corresponding to the listings. Various department personnel are available to answer questions and receive comments the local public officials in attendance.

Handouts are given at the meeting showing maps of the area offices along with proposed project locations shown and listed with estimates. The area Engineer will present projects in his area. After his presentation the floor is open for comments or questions. All meetings will have public meeting notes taken and a cassette recording of the entire meeting including items discussed, questions and comments along with responses. Originals of sign in sheets, agenda, comment cards, minutes and summary of the meetings are kept in the project file in the TP&D office. A copy of the summary shall be forwarded to the Environmental Division. Welcome and thank public, introduce appropriate individuals, and keep the presentation brief. After the presentation, explain how the question and comment portion of the meeting will be conducted and open the floor for comments. After all questions and comments have been made and before the meeting is adjourned, inform the public of the "10 day" written comment period. Return addresses will be printed on back of each comment card.

**Scheduling:** Verify and send an appointment notifying by GroupWise to all potential TxDOT attendees. The proposed date of the public meeting/hearing must be approved by the Director of TP&D prior to scheduling of the meeting.

**Advertising:** The Funding Coordinator will create the notice to be published announcing the meeting are made through the legal notices section of the local newspapers 30 days and again 10 days in advance of the meeting. Keep an actual newspaper clipping of the advertisement in the project folder.

## **YOAKUM DISTRICT RURAL TIP PUBLIC INVOLVEMENT PROCESS**

### **PROCESS**

The Area Offices are responsible for setting up and conducting our meeting for the Rural Tip Public Involvement Process. The process begins in February of a STIP development year with meetings being conducted around the middle of March and the first of April. A large capacity room is centrally located within the counties under an Area Office. A notice is published in the local newspapers 30 to 10 days in advance of the meeting. Individual invitations are sent two to three weeks in advance of the meeting to all elected officials as well as City Managers within the jurisdiction of the Area Office. The notices and invitations identify the meeting date, location and time. All meetings are informal. Guests are asked to sign in as they enter and fill out a request to speak form, if they desire. The guests are also provided forms for written comments that they can fill out at the meeting or mail in at a later date (within 10 days of the meeting date). The Area Engineer will conduct the meetings within his or her area. The general format is to provide a brief overview of STIP and how funds are distributed and managed. A brief explanation of how projects go through the process (Plan, Develop, and Construct) is normally presented, and a brief description of all the projects scheduled for letting within the next 4 years is presented. After the presentation, there is a short break; usually 15 to 20 minutes so everyone is given the opportunity to look at maps and handouts, and to ask general questions. Various district personnel are available to answer questions and to discuss projects or other pertinent topics. The meeting is then reconvened and the elected officials are acknowledged. The floor is then open for comments. Dependent upon the comment received, verbal responses will be given; however, some may require a more thorough explanation and is deferred to be addressed in writing. Those who have registered to speak will be asked to come forward and make their comments. After those that were registered have had their turn, the floor is then opened to anyone else wishing to make comments. If there are no additional comments, the meeting is adjourned. The meeting is summarized in minutes and a copy is forwarded to TPP.

### **EXHIBITS**

A list of all the projects scheduled for letting within the four year period is provided. In some instances, future projects beyond the four year window will also be listed. The list will have the highway name, limits of the project, scheduled letting date and the construction estimate. County maps showing the locations of the projects are also provided. In addition, a list of area office personnel and district personnel who can answer questions concerning ROW, environmental, and design issues is provided. Public transportation and aviation projects that are being funded are also presented.

## Public Hearing Notice - Statewide Public Involvement Plan

The Texas Department of Transportation (department) will hold a public hearing on Friday, August 29, 2008, at 11:00 a.m. at the Texas Department of Transportation, 200 East Riverside Drive, Room 2A-2, Austin, Texas to receive public comments on the Statewide Public Involvement Plan (PIP). The PIP reflects the department's documented public involvement process for providing reasonable public access to technical and policy information used in the development of the long-range statewide transportation plan and Statewide Transportation Improvement Program (STIP). The PIP includes the Transportation Planning and Programming (TPP) Division's process and those of the department's districts as provided to TPP.

Title 23, Code of Federal Regulations, §450.210(1) requires that the State's public involvement process establish continuous public involvement opportunities, provide reasonable public access to technical and policy information used in the development of the long-range statewide transportation plan and STIP, and provide adequate public notice of public involvement activities and time for public review and comment at key decision points.

In accordance with 43 TAC §15.8(d), a copy of the proposed Statewide PIP will be available for review, at the time the notice of hearing is published, at each of the department's district offices, at the department's Transportation Planning and Programming Division offices located in Building 118, Second Floor, 118 East Riverside Drive, Austin, Texas, and on the department's website at <http://www.txdot.gov>.

Persons wishing to review the Statewide PIP may do so online or by contacting the Transportation Planning and Programming Division at (512) 486-5033.

Persons wishing to speak at the hearing may register in advance by notifying Lori Morel,

Transportation Planning and Programming Division, at (512) 486-5033 not later than Thursday, August 28, 2008, or they may register at the hearing location beginning at 10:00 a.m. on the day of the hearing. Speakers will be taken in the order registered. Any interested person may appear and offer comments or testimony, either orally or in writing; however, questioning of witnesses will be reserved exclusively to the presiding authority as may be necessary to ensure a complete record. While any persons with pertinent comments or testimony will be granted an opportunity to present them during the course of the hearing, the presiding authority reserves the right to restrict testimony in terms of time or repetitive content. Groups, organizations, or associations should be represented by only one speaker. Speakers are requested to refrain from repeating previously presented testimony. Persons with disabilities who have special communication or accommodation needs or who plan to attend the hearing may contact Randall Dillard, Government and Public Affairs Division, at 125 East 11th Street, Austin, Texas 78701-2483, (512) 305-9137. Requests should be made no later than three days prior to the hearing. Every reasonable effort will be made to accommodate the needs.

Further information on the Statewide PIP may be obtained from Lori Morel, Transportation Planning and Programming Division, 118 East Riverside Drive, Austin, Texas, 78704, (512) 486-5033. Interested parties who are unable to attend the hearing may submit comments to James L. Randall, P.E., Director, Transportation Planning and Programming Division, 118 East Riverside Drive, Austin, Texas, 78704. In order to be considered, all written comments must be received at the Transportation Planning and Programming office by Friday, September 12, 2008, at 4:00 p.m.



[Code of Federal Regulations]  
[Title 23, Volume 1]  
[Revised as of April 1, 2008]  
From the U.S. Government Printing Office via GPO Access  
[CITE: **23CFR450.210**]

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## TITLE 23--HIGHWAYS

### CHAPTER I--FEDERAL HIGHWAY ADMINISTRATION, DEPARTMENT OF TRANSPORTATION

#### PART 450\_PLANNING ASSISTANCE AND STANDARDS--Table of Contents

##### Subpart B\_Statewide Transportation Planning and Programming

Sec. 450.210 Interested parties, public involvement, and consultation.

(a) In carrying out the statewide transportation planning process, including development of the long-range statewide transportation plan and the STIP, the State shall develop and use a documented public involvement process that provides opportunities for public review and comment at key decision points.

(1) The State's public involvement process at a minimum shall:

(i) Establish early and continuous public involvement opportunities that provide timely information about transportation issues and decisionmaking processes to citizens, affected public agencies, representatives of public transportation employees, freight shippers, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, providers of freight transportation services, and other interested parties;

(ii) Provide reasonable public access to technical and policy information used in the development of the long-range statewide transportation plan and the STIP;

(iii) Provide adequate public notice of public involvement activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed long-range statewide transportation plan and STIP;

(iv) To the maximum extent practicable, ensure that public meetings are held at convenient and accessible locations and times;

(v) To the maximum extent practicable, use visualization techniques

to describe the proposed long-range statewide transportation plan and supporting studies;

(vi) To the maximum extent practicable, make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information;

(vii) Demonstrate explicit consideration and response to public input during the development of the long-range statewide transportation plan and STIP;

(viii) Include a process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services; and

(ix) Provide for the periodic review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all interested parties and revise the process, as appropriate.

(2) The State shall provide for public comment on existing and proposed processes for public involvement in the development of the long-range statewide transportation plan and the STIP. At a minimum, the State shall allow 45 calendar days for public review and

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written comment before the procedures and any major revisions to existing procedures are adopted. The State shall provide copies of the approved public involvement process document(s) to the FHWA and the FTA for informational purposes.

(b) The State shall provide for non-metropolitan local official participation in the development of the long-range statewide transportation plan and the STIP. The State shall have a documented process(es) for consulting with non-metropolitan local officials representing units of general purpose local government and/or local officials with responsibility for transportation that is separate and discrete from the public involvement process and provides an opportunity for their participation in the development of the long-range statewide transportation plan and the STIP. Although the FHWA and the FTA shall not review or approve this consultation process(es), copies of the process document(s) shall be provided to the FHWA and the FTA for informational purposes.

(1) At least once every five years (as of February 24, 2006), the State shall review and solicit comments from non-metropolitan local officials and other interested parties for a period of not less than 60 calendar days regarding the effectiveness of the consultation process and any proposed changes. A specific request for comments shall be directed to the State association of counties, State municipal league,

regional planning agencies, or directly to non-metropolitan local officials.

(2) The State, at its discretion, shall be responsible for determining whether to adopt any proposed changes. If a proposed change is not adopted, the State shall make publicly available its reasons for not accepting the proposed change, including notification to non-metropolitan local officials or their associations.

(c) For each area of the State under the jurisdiction of an Indian Tribal government, the State shall develop the long-range statewide transportation plan and STIP in consultation with the Tribal government and the Secretary of Interior. States shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with Indian Tribal governments and Federal land management agencies in the development of the long-range statewide transportation plan and the STIP.